



CITY OF PLEASANT HILL

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100 Gregory Lane
Pleasant Hill, CA 94523

LOT LINE ADJUSTMENT SUBMITTAL REQUIREMENTS

The submittal information shall be provided to the Public Works and Community Development Department. All submittal information shall be presented along with the Public Works and Community Development Department Form, related fees, and any additional information required before the application can be accepted as complete.

Scale: The scale used on submittal plans shall generally be at a 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

SUBMITTAL REQUIREMENTS:

SUBMIT TWO COPIES OF ALL DOCUMENTS AND DRAWINGS.

- ☐ 1. Application form - completed and signed.
- ☐ 2. Fee - check payable to the City of Pleasant Hill.
- ☐ 3. Location map - indicating the subject parcel(s) and adjacent streets.
- ☐ 4. Title reports - preliminary title reports for each parcel, prepared within three months prior to filing the application. Lots must not be tied together by use or covenants.
- ☐ 5. Written statement - describing the project in detail and what the reasons are for the project including the city's potential benefits and costs. For appeals, the written statement should contain the reasons for the appeal and the exact decision or conditions that are being appealed.
- ☐ 6. Certificate of Compliance for Lot Line Adjustment - fill in owners and parcel numbers.
- ☐ 7. 8-1/2" X 11" Scaled Drawing - fully dimensioned and accurately drawn. The plan must be prepared and signed by a licensed civil engineer or surveyor whose seal, name, address and phone number must appear on the plan.

Drawing shall include the following information: delineation as "existing" and "proposed" boundary lines of the parcels in question, structures, vehicular access and parking, and dimensions. Indicate ownership of each parcel. Traverse closures are required.

- ☐ 8. Legal Description - for each adjusted lot. The legal description must be prepared and signed by a licensed civil engineer or surveyor whose seal, name, address and phone number must appear on the description.
- ☐ 9. Signed Agreement - between property owners. This agreement should also be signed by any outstanding lenders, indicating the lenders' approval of the exchange.